



OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: September 16, 2019

Closing Date: Until Filled

Job Listing Identification Number: 13829823

State Class. No. and PayGroup: 1575/B23

State Job Title: Program Specialist VI

FLSA Status: ☒ Exempt ☐ Non-Exempt

Agency Job Title: Court Security Specialist

Location: Austin, Texas

Monthly Salary Range: \$7,000.00

Type of Job: ☒ Full Time ☐ Part Time

Remarks: *This is a home-based position.*

Travel Required: ☒ Yes 50% ☐ No

Job Description:

Note: *This is a home-based position.*

Performs highly advanced (senior-level) consultative services and technical assistance work involving court security and court continuity of operations. Work involves assisting judges and court personnel in the analysis, development, coordination, and implementation of security (including cybersecurity), safety policies, and continuity of operations plans, and procedures to safeguard against judicial threats; training staff on emergency preparedness and continuity of operations issues; developing, implementing, disbursing, and maintaining related policies. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

- Assesses and analyzes the security of court facilities and local court operations and makes recommendations for enhancing security.
- Assists the Court Security Director in ensuring that the goals and responsibilities of the division are fulfilled.
- Assists in the development of security policies, procedures, and other reference materials regarding court security, safety, emergency preparedness, and continuity of operations; Establish resources for court security best practices in order to become a statewide resource for court security.
- Helps to develop and conducts training for court personnel to increase security awareness and emergency preparedness; designs and conducts exercises to simulate emergency conditions to train court personnel when responding in an emergency and providing for continuity of operations; designs training material.
- May represent OCA by serving on panels, committees, and in organizations that address court security.

- Provides guidance to courts to facilitate safety measures, including making recommendations on proposed renovations or construction to court facilities.
- Compiles and provides written and oral reports and other information regarding court security and continuity of operations as requested.
- Provides guidance to state and local courts for developing emergency management procedures to address lockdown and evacuation procedures for judges and staff, medical emergencies and staff communication during emergencies.
- Provides guidance to state and local courts for developing Continuity of Operations Plans to ensure judiciary can continue performing its essential functions amid disruptive emergency events.
- Provides advice to OCA and other bodies as requested on the interpretation, application and implementation of agency security policies and plans.
- Assists in the maintenance of an incident reporting system and prepares reports on findings.
- Trains judges, clerks, court administrators, court coordinators and others about court security and continuity of operations.
- Performs related work as assigned and complies with all OCA policies.

Essential Job Functions:

- Performs related work as assigned and complies with all OCA policies.

Minimum Qualifications:

- Graduation from an accredited college or university with a degree in criminal justice, public administration, or a closely related field.
- Four additional years of full-time experience in court security, emergency planning, or a closely related field.
- Ability to write and review technical documents, such as procedures, standards, reports, and training materials.
- Knowledge of security measures and emergency planning.

Preferred Qualifications:

- Master's degree in public or business administration, criminal justice, court administration, or a related field.
- Experience in court security.
- Experience in disaster recovery and continuity of operations planning.
- Experience establishing and maintaining a security or disaster recovery program.

Note:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met.

OS, 641X, OSS, 8U000, 86Po

Additional Military Crosswalk information can be accessed at

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

To Apply:

Submit a complete application through Work In Texas at www.workintexas.com. Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a **completed state application** will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.